

Unit	Personal Effectiveness 1	
SSC Code	PE1	
SQA Code	H3C3 04	
SCQF Level	5	
SCQF Credit Value	6	
Guided Learning Hours		
Unit summary		
Learning Outcomes The learner will:	Assessment Criteria	
1 Develop own personal and professional skills	1.1 obtain and review feedback from others on performance 1.2 agree personal goals and participate in development activities to meet them	
2 Work as a member of a team to achieve defined goals and implement agreed plans.	2.1 effectively manage own time 2.2 recognise and respect diversity, individual differences and perspectives 2.3 accept and provide feedback in a constructive and considerate manner 2.4 understand the responsibilities of colleagues 2.5 identify obstacles to effective teamwork	
3 Understand what is meant by professional practice	3.1 Identify the implications, and applicability for IT & telecoms professionals of: <ul style="list-style-type: none"> • Data Protection Act • Computer Misuse Act • Communications Act • Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 3.2 List the professional bodies for IT & Telecoms	
4 Know the legislative environment	4.1 Identify the impact on an IT or Telecoms	

relating to IT activities	<p>organisation of legislation covering:</p> <ul style="list-style-type: none"> • Processing of financial transactions • Health and Safety • Privacy, Confidentiality and Security • Copyright and Intellectual Property Rights
5 Improve organisational effectiveness	<p>5.1 List the aims and objectives of the organisation</p> <p>5.2 State the organisation's brand or image</p> <p>5.3 Identify the organisation's structure, roles and responsibilities</p> <p>5.4 Identify potential improvements to working practices</p>
Additional information about the unit	
Guidance on approaches to assessment	<p><i>This unit must be assessed in the workplace.</i></p> <p>Further guidance is set out in the CBQ Assessment principles developed by e-skills UK and agreed by the Joint Awarding Body Forum.</p>
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards	<p>This unit is based on the e-skills UK NOS for IT professionals (PROCOM) available from www.e-skills.com/nos</p>
Location of the unit within the subject/sector classification system	IT Professional
Name of the organisation submitting the unit	e-skills UK